

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting October 7, 2002 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 7:30 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty and Robert Harms. Staff members present: Director of Libraries Victoria Johnson, Recording Secretary Sandra Barajas and Casual Manager Jenny Shain. Tom Flaherty moved to excuse William Soby's absence; seconded by Jackie Harrison; motion carried unanimously.

2. AGENDA APPROVAL:

Jackie Harrison requested that item "a." under Work Study Program be presented before New Business. Robert Harms moved to approve the agenda as amended; seconded by Tom Flaherty; motion carried unanimously.

3. APPROVAL OF MINUTES OF 09/09/02 MEETING:

Pam Anderson moved to approve the minutes as presented; seconded by Robert Harms; motion carried unanimously. Tom Flaherty abstained due to his absence of the 9/9/02 meeting.

4. PUBLIC INPUT: None.

5. WORK STUDY PROGRAM:

a. RTC: Consideration of Workplan to Assess Future Library Needs

Director Johnson and Special Projects Manager Jenny Shain provided an overview of the *Report to Council: Consideration of Workplan to Assess Future Library Needs*. The goal of the project is to determine how much space is needed, and of what kind. The project has been divided into two phases; phase one outlines the workplan for fiscal year 2002-03 which is covered in the Report to Council.

The first phase in the project is:

- Assessment of Needs
- Data collection/Analysis
- Analysis of Current Facility
- Prioritizing of steps.

The second phase is dependent on the outcome of the first phase but is likely to require professional services for the conceptual design of additional library space.

Director Johnson presented four alternatives:

1. Approve the workplan as proposed
2. Modify the proposed workplan
3. Direct staff to prepare a special project request for funding in FY 2003/04
4. Other action as Council determines

Discussion ensued regarding:

- Workplan steps
- Responsibilities of the Project Manager
- Roles of various individuals; committees, library/city staff, facilitator, general public/stakeholders, task forces, etc.

After discussion, boardmembers commended staff on a well-written report. Boardmembers presented the following suggestions:

- Emphasize even more strongly that this workplan assumes additional space is needed and will focus on what kind and how much additional space will be necessary to meet community needs
- Clarify the reporting relationship of the Project Manager
- More clearly depict phasing of projects and the incremental steps needed
- Ensure full community representation throughout the process

Tom Flaherty moved to approve alternatives 1 and 3; seconded by Robert Harms; motion carried unanimously

The Board would like to see the final report at their November 4, 2002 meeting and discuss appropriate input at the November 12, 2002 Council meeting.

6. NEW BUSINESS:

a. Increase Public Interaction:

This topic, proposed by Trustees Robert Harms and William Soby is intended to help Trustees increase the Boards effectiveness in representing the public.

Discussion ensued regarding:

- Role of boardmembers
- Objective of the discussion

After discussion, boardmembers presented the following suggestions:

- Quarterly table at library to greet patrons, share information and hear comments
- Boardmember presence at Friends booksales
- Presence at city events; art & wine festival, International Street Faire, National Night Out, etc. Trustees would join staff members at information table to help build connections with the community.

Further discussion will continue at the November 4th board meeting. Staff will provide an outline of the board's suggestions and a calendar of upcoming city events.

b. California Library Association Conference

Director Johnson reminded the board that this year's California Library Association Conference will be held November 15 - 18th in Sacramento, CA. Boardmembers interested in attending the conference should contact Sandra Barajas in Administration by Monday, October 14th.

7. OLD BUSINESS: None.

8. SAB (System Advisory Board) REPORT: None.

9. CHAIRPERSON'S REPORT: None.

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- The final program for the Adult Summer Reading Program was held on October 3rd.
- The Cupertino Library will move into a temporary quarters on November 18th for one month while a new library is built. The remodeled Saratoga Library will reopen in March 2003 with 48,500 square feet of space added.
- The reporting for period three was just concluded. Sc[i]3 performance for that period resulted in revenues exceeding expenditures.
- The 2002 Advisory Leadership Recognition Breakfast will be held on October 17th at the Sunnyvale Community Center. Sunnyvale Boards and Commissions are invited.
- The Library will be hosting a Spencer Christian program on October 19th at 2 p.m.
- October 13 – 19th is Teen Read Week. The library will be hosting a program with Ryan Higgins on October 16th.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Robert Harms gave a brief overview of the September 17th Boards and Commissions meeting with the Mayor and Vice-Mayor. He clarified that his comment about not having the ability to overrule the City Manager was due to his misunderstanding of the process of Reports to Council requiring City Manager approval prior to City Council consideration. A follow-up meeting is scheduled for October 28th. Boardmembers are urged to contact Robert Harms with concerns or suggestion he may present at the follow-up meeting.

12. STAFF INPUT: None.

13. AGENDA BUILDING: As requested by Jackie Harrison, agenda item, "Increase Public Interaction" and "Review of Report to Council" will be added as old business to the November 4th board agenda.
15. NEXT MEETING: 11/4/02, Council Chambers - City Hall 7:30 p.m.
16. ADJOURNMENT: There being no further business, Robert Harms moved that the meeting be adjourned at 9:46 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries